

**Minutes of the Special Meeting of
the Aromas Water District Board of Directors
December 22, 2022**

- I. **CALL TO ORDER.** The special meeting of the Aromas Water District Board of Directors was called to order by President Morris on Tuesday, December 22, 2022, at 7:00 p.m. in a hybrid setting; attendees were present both in the Board Room and online via Zoom.
- II. **ROLL CALL.** Vice President Morris, Directors Holman, Norton and Powers were present; also present was General Manager Johnson and Board Secretary Coombes. Counsel Bosso attended via Zoom.
- III. **PLEDGE OF ALLEGIANCE.** Director Norton led the pledge of allegiance.
- IV. **ELECTION OF BOARD OF DIRECTORS.** Vice President Morris called for nominations for the position of Vice President. Director Norton nominated Director Holman; seconded by Director Powers. Vice President Morris then called for nominations for the position of President. Director Norton nominated Vice President Morris seconded by Director Powers. All Directors present unanimously approved the nominations.
- V. **STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- VI. **ADDITIONS AND DELETIONS.** GM Johnson indicated that the closed session scheduled for the end of this meeting may not be necessary after the report during the meeting.
- VII. **MINUTES.** The minutes of the November 22, 2022, Board Meeting were presented for review and approval. Vice President Holman moved for approval of the minutes as presented; Director Norton seconded. Minutes were unanimously approved with Directors Holman, Morris, Norton and Powers present.
- VIII. **ORAL COMMUNICATION.** There were no public comments.
- IX. **PRESENTATIONS & REPORTS**
 - A. **Director's Report(s).** There were no Director's reports.
 - B. **Attorney's Report.** Counsel Bosso reported on the new legislation AB2449 regarding teleconferencing for Board Members.
 - C. **Manager's Report**

OPERATIONS & MAINTENANCE
Production & Well Levels
Total production in November 2022 was 6,124,280 gallons; 8% lower than average. This is 18% less than production in 2013 and 21% less than production in 2009. The daily average was 204,143 gallons.
The District has 972 total connected meters.
Carpenteria and San Juan Wells were both used for the entire month and Pleasant Acres was not used. All water testing reports were filed on time and represent satisfactory results.
Operational well levels; Carpenteria Well remains the same as last month. San Juan Well is up one foot. Observational wells; Marshall Well is also up one foot and Aimee Meadows is up four feet.

INCIDENTS
None to report.

ADMINISTRATIVE
Staff & Board Recognition
WUSp Girōn and Operator Smith continue the Valve Marking and Exercising Program in the field as other duties allow, information obtained will then be used to update data in the GIS.
CO DeAlba and Op Smith added an outflow meter at the Upper Oakridge Booster station to gauge the outflow of the booster station.

CO DeAlba and Operator Smith have been working on interior maintenance of the District's Booster stations and communications glitches as needed.

Conservation & Rainfall

Since the beginning of the new rainfall year on October 1, 2022, since then 9.28 inches of precipitation has been recorded by the rain gauge at Chittenden Pass, with 6.60 inches falling in December. Interestingly, in 2020 the total for the entire year was 9.48 inches.

PROJECTS

Response to COVID-19

Governor Newson is calling for the COVID Emergency to end in February 2023.

Orchard Hill Road proposed annexation progress

The group of residents is working to define the area that would be included in the annexation, plus questions have been raised and answered in recent weeks. There is a probability that a public meeting will take place in 2023 to those residents interested or uncertain. Water delivery will be stopped in October 2023 should no further progress be made.

Cole and Rocks Road Annexation

As the process is now complete, customers can start being connected, beginning with those who have been waiting the longest and have already paid their fees.

New Water Source

GM Johnson and Director Holman met with representatives of the Aromas Community Center Foundation Park (ACCF) to discuss purchasing a permanent easement for the new well site; exact suitable locations within the site have been assessed by the hydrogeologist. More on this during the Action Items.

Salary Restructuring Request

Staff have requested that a salary survey be conducted to compare salaries for comparable roles at similar Districts, with a view to salary restructuring. GM Johnson requested an Ad-Hoc Committee be formed in conjunction with an Ad-Hoc Budget Committee.

Correspondence: GM Johnson indicated the correspondence between himself and Ms. Newman of Pleasant Acres regarding the damage to District infrastructure. The resident has now paid her portion of the repair expenses.

GM Johnson also noted the correspondence with I Bekov of Vanir, regarding the cost of repairs to District infrastructure during the Carr Avenue resurfacing work; they have agreed to cover the costs.

President Morris asked about the "Kick-Off" meeting with MNS Engineers regarding the capital facilities plan; GM Johnson elaborated that the meeting focused on data needs, timing, and parameters for the plan. At the meeting held on December 20th, 2022, supply, production and augmentation of the District's system was discussed. One thing that became clear was a lack of back-up power for the Upper Oakridge booster. Since the Oakridge portion of the system has designated funds, the financial consultants (NBS) agreed that the unused funds can be utilized for this purpose.

X. ACTION ITEMS

A. Consider receiving an informational update on the Marshall Well Replacement Project.

District staff and MNS hold bi-weekly meetings to maintain communication about the project. The loan fund has been obtained and repayments have begun. The test well hole at Marshall Yard has now been correctly destroyed. Further discussion regarding the new potential location will be in closed session.

Director Norton suggested the possibility of replacing a vehicle with an electric vehicle.

Further discussion of the new well site to resume in closed session.

B. Financial Reports for the Month of November 2022

Total Assets / Liabilities & Equity are \$16,387,363.83, of which Total Current Assets are \$10,294,253.45, and Total Fixed Assets are \$5,956,196.38. In Liabilities, the Total Current Liabilities are \$569,675.40, Total Long Term Liabilities now stands at \$9,473,294.61. In the P&L Report, Water Revenue for November was \$127,066.81. Total Expenditures were \$92,048.74 between November 16 to December 13, 2022.

On the graphical representation of the Financials, when compared to the current budget there is 6.1% difference of budgeted revenue versus actual income due to bulk water sales. The Expenditures had a 0.2% difference above budget.

Vice President Holman moved to adopt the Financial Reports as presented; seconded by Director Norton. With Directors Holman, Morris, Norton and Powers present, the Financial Reports were unanimously adopted.

XI. FUTURE MEETINGS & AGENDA ITEMS.

The next meeting date will be Tuesday, January 24, 2023. Future agenda items will include Electrification of District Vehicles and a Board Training schedule to maintain the District of Distinction Award.

President Morris called for the Ad-Hoc Budget Committee to be formed, including a review of the salary survey. The Committee will consist of President Morris and Director Norton along with GM Johnson. This committee will meet to perform a mid-financial year budget and salary review on as well as set the budget for the next financial year.

XII. ADJOURN TO CLOSED SESSION. President Morris adjourned this open meeting at 8:06pm to begin the closed session. Pursuant to California Government Code Section 54956.8 the closed session is to discuss the real property located at 300 Aromas Road, owned by Aromas Community Center Foundation (ACCF).

XIII. RETURN TO OPEN SESSION at 8:39pm. GM Johnson was given direction on the easement purchase.

XIV ADJOURNMENT. President Morris adjourned this meeting at 8:40pm.

Read and approved by: 
President, Vicki Morris

Date: 1-24-23

Attest: 
Board Secretary, Rob Johnson

Date: 1/24/23